



Office of the City Clerk

Weekly Report – for Week Ending November 16, 2018

OFFICE OF THE CITY CLERK – PROJECT HIGHLIGHTS AND STATUS

Administrative Services

A pre-bidders conference was held on November 14 for vendors responding to the City's Translation and Interpretation Services RFP. Proposals are due November 29.

Human Resources staff is working on retroactive salary adjustments for Elected Officials per the Judicial Council of California effective July 1, 2018.

Elections

Staff processed 17 candidates during the Declaration of Intention Filing period for the 2019 LAUSD 5 Special Election which began on Monday, November 5 and ended on Tuesday, November 13. As of Wednesday, 14 candidates have picked up their Nominating Petitions. The last day to file petitions is Wednesday, December 5, 2018.



LAUSD 5 Declaration of Intention and Petition Issuance Processes

A mock election was held at Magnolia Ave Elementary School (CD1) on November 5, the day before the State General Election. Approximately 700 students participated and the hope is that their enthusiasm for voting was passed along to their parents.

Launching its 2020 Elections General Community Civic Engagement and voter registration efforts, staff hosted an exhibit table at the *Our Muslim Neighbors Event* (CD11). For the *Youth Outreach Initiative*, staff attended two Cash for College events where attendees were registered/pre-registered to vote and provided with voter guides. In all, over 1,100 individuals were reached and 111 registered/pre-registered to vote.

Neighborhood Council (NC) Elections

Staff completed a draft of the 2019 NC Election Handbook and has shared it with NCs for review and input. Staff will accept comments and suggested revisions through Monday, November 16, after which a final version of the 2019 NC Election Handbook will be released.

Staff met with the Valley Alliance of Neighborhood Councils on Thursday, November 8 to discuss the 2019 NC Election Handbook.

Staff has completed a NC poll worker training calendar and has secured training locations throughout the City for the 2019 NC Elections.



Office of the City Clerk

Weekly Report – for Week Ending November 16, 2018

Neighborhood Council (NC) Funding Program

The NC system has committed \$953,734, or 23% of its \$4.1M annual funding allocation. Funds are currently frozen for the Van Nuys, Westlake South, Watts and CANNDU NCs. Payment requests are being approved for Van Nuys, anticipating its release from Exhaustive Efforts by the Department of Neighborhood Development (DONE).

A roundtable discussion was held in the South LA/Harbor area to address any NC Funding related concerns and to better facilitate the request and approval process for NC special events.

Records Management

The City Planning Department drafted a new records disposition schedule for their Office of Historical Resources and the IT&GS Committee approved updates to the records disposition schedules of the Department of Building and Safety and the Bureau of Sanitation.

Archival Activity

The CAO's office researched the Charter sections pertaining to the Police Department Board of Rights.

Systems

The candidate filing application was set up and initiated for the LAUSD District 5 seat. The filing web portal will collect the required candidate information, track the petitions submitted, and produce any written correspondence. The application uses data directly from the County voter database to verify all petition information collected.

Staff developed an Application Program Interface (API) for the Department of General Services to pull City Clerk Contract information from the database. GSD will be extracting data from the City Clerk on a quarterly basis for contract data analytics.

Staff is making good progress with the development of an E-Signature solution to be used for all City Clerk electronic document signing. This is part of the department's 5-year strategic plan to replace all City Clerk wet signature documents with E-signatures.